DTS-Army

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How To Prepare For DTS

24 Nov 03

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Preparing For DTS

➢ *Have An Open Mind*

➢ *Attend a DTA Seminar*

➢ *Identify Key Players For Site and Organization*

➢ *Understand Your Current Travel Process*

➢ *Identify An Accurate List(s) Of Site Personnel*

Preparing For DTS

➢ *Gain An Understanding DTS Roles and Responsibilities*

➢ *Determine What The CAC & CAC Reader Implementation Plan Is*

➢ *Participate In Coordination Meetings/Telecons*

➢ *Involve Key Site Personnel In Planning*

➢ *Review Appropriate DTS-related Documents*

Have An Open Mind

❖ *DTS represents a paradigm shift.*

❖ *One of the objectives of the DoD Travel Reengineering Task Force was to simplify the travel process.*

❖*Responsibility for travel is pushed down to lower levels of management.*

❖*Be prepared to adapt.*

Attend A DTA Seminar

❖ *DTA Seminars are scheduled quarterly.*

❖ *Personnel interested in gaining first-hand insight can arrange to attend a Seminar. It is a good place to start.*

❖ *A demo of DTS is provided at the Seminar.*

❖ *The Seminar is an opportunity to dialogue with personnel from various Services & Agencies concerning travel reengineering.*

Identify Key Players
For Your Site/Organization

❖ **Each Army site has a Site POC to coordinate for the entire site.**

❖ **Each participating organization also requires POCs to coordinate between the organization, the Site POC, PMO-DTS & DTS-Army.**

Identify Key Players
For Your Site/Organization

❖ *Each organization will ultimately need a Defense Travel Administration (DTA) Team to administer travel, using DTS.*

❖ *The DTA Team can consist of personnel currently involved in the travel process, to the extent possible.*

❖ *Authorizing Officials/Certifying Officials (AO/COs) are also key to the DTS process.*

Identify Key Players For Your Site/Organization

DTA – Key To Success

❖ *A __team__ concept*

❖ *Administers DTS and provides DTS customer support*

❖ *DTA needs people skills & expertise, or access to expertise, in*

  ✓ *Budget/RM*

  ✓ *Personnel/Admin*

  ✓ *IT/IM*

  ✓ *Transportation*

The Right Person
For the Right Job
Defense Travel Administration (DTA)

•Personnel/Administration

–QC personnel data for initial upload

–Traveler & routing official data maintenance

–ID and process new arrivals and departures

•Transportation Officer (TO)

– Familiar with transportation policies

– OCONUS travel coordination

– Coordination with the commercial travel office (CTO)

•Resource Management/Finance (RM)

–Load budgets and track balances

–Link budgets with lines of accounting

–Ensure that lines of accounting are properly established and that labels are "understandable" by users

–Prevent potential ADA violations

•Information Technology

–Knowledge of automated systems

–Complete infrastructure assessment

–Configure infrastructure to support DTS

–Provide IT/IM support for DTS

–Local system security issues

Understand Your Current Travel Business Process

❖ *In order to automate your travel process the current process must be understood.*

❖ *If your current travel process is not documented, capture the process for travel orders, vouchers & local vouchers. DTS-Army can provide a sample travel business process description.*

❖ *We start with your current travel process & transition to a simplified automated travel process, observing the appropriate guidance.*

Personnel Data For DTS Profile

❖ *Personnel data for the site is downloaded from the Defense Manpower Data Center (DMDC).*

❖ *A local payroll roster or other list containing accurate name, SSN & other data could be most helpful in refining the search for & verifying personnel data.*

❖ *Personnel data is verified by each organization.*

CAC & CAC Reader Implementation

❖ **DTS requires PKI for authentication.**

❖ **If you are the Site POC, determine what the site CAC & CAC Reader implementation plan is.**

❖ **Coordinate for distribution to DTS users in time to support the deployment to your site..**

❖ **If you are an organizational POC, coordinate CAC implementation with the Site POC.**

Participate In Coordination Meetings/Telecons

❖ *Typically the PMO-DTS POC & the DTS-Army POC will conduct coordination meetings/telecons well in advance of the initial site visit.*

❖ *Proposed participants include the PMO-DTS POC, the DTS-Army POC, Site POC, tenant organization POCs, MACOM/higher command POCs & others, as required (transportation office POC, NGMS POC, DFAS POC).*

❖ *We encourage participation in these meetings.*

Involve Site IT Personnel In Site Assessment & Prep

❖ *Site IT personnel will be involved in assessing the site infrastructure & preparing for DTS.*

❖ *Site/organizational IA personnel will receive a copy of DTS Certificate To Operate from NETCOM through the Site/Organizational POC.*

❖ *Site/organizational IT personnel will be involved in setup of the DBSign Web browser plug-in.*

Plan A Phased Implementation Approach

❖ *Although all the DTS profile data will be loaded during the DTS Setup, every user in every organization will not start using DTS on the same date.*

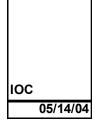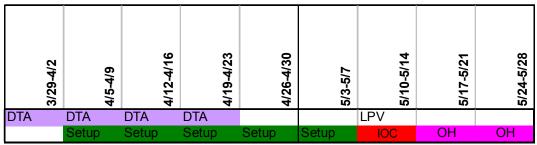❖ *Plan for a phased implementation of DTS for your organization.*

❖ *Start with a manageable group and expand with a predetermined end date.*

DTS Fielding Key Events

IOC	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21	5/24-5/28
05/14/04	DTA	DTA	DTA	DTA			LPV			
		Setup	Setup	Setup	Setup	Setup		IOC	OH	OH

EVENT	PURPOSE	SITE PARTICIPANTS
CV Command Visit	Executive overview and buy-in	Commanders, site leadership
BP Business Processes	A general reengineering effort to - Define current "as is" process/rules - Create "to be" DTS process/rules	Site functional leads: finance, transportation, personnel…
DTA Defense Travel Administration Training	Train the site lead and organizational DTA personnel how to use and administer DTS (4-day course)	Lead and organizational DTA's
Setup	Populate all required data into DTS and automate business rules	Lead and organizational DTA's
LPV Live Process Verification	Ensure end-to-end system is working prior to full operational use at site	Lead and organizational DTA's
IOC Initial Operating Capability	Site begins using DTS	Site DoD personnel
OH Operational Handover	Period of time after IOC when on-site support is provided by the PMO	Lead and organizational DTA's

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Review the Appropriate DTS-related Documents

❖ **Some documents that are key to the DTS process are:**

  ❖**DTS Finance Guide (PMO-DTS)**

   http://www.defensetravel.osd.mil/dts/site/redir.jsp?docID=280

  Army Business Rules For DTS (DTS-Army)

   http://www.asafm.army.mil/fo/fod/dts/dts-cl/dtscui/br.doc

  ❖**DoD FMR Volume 9, Chapter 2**

   http://www.dod.mil/comptroller/fmr/

  ❖*Appendix O, JTR/JFTR*

   http://www.dtic.mil/perdiem/jtr/jtr-ao.txt

  ❖**DTS Deployment Plan (PMO-DTS)**

   http://www.defensetravel.osd.mil/DTSdocs/PMO_DeployPlan_April02.pdf

Review the Appropriate DTS-related Documents

❖ *DTS IT Infrastructure Self-Assessment Guide* **(PMO-DTS)**

http://www.defensetravel.osd.mil/DTSdocs/Infractructure%20Self%20Assessment%20Guide%203_0.pdf

❖ *DTS Naming Convention* **(Army)**

❖ *DTA Guide* **(PMO-DTS)**

http://www.defensetravel.osd.mil/dts/site/redir.jsp?docID=341

❖ *DTA Training Curriculum* **(PMO-DTS)**

http://www.defensetravel.osd.mil/DTSdocs/DTA_Class.pdf

❖ *Lessons Learned* **(PMO-DTS)**

http://www.defensetravel.osd.mil/dts/site/lessons.jsp

Defense Travel System-Army

Questions ?

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